# AIM QUICK FIXES

Managing Attendance in the
Montana Edition (Value Added)

This guide is intended for Montana Edition users who wish to use the Value-Added features provided by the state for managing student attendance. This guide should only be used by districts who have completed the initial setup for Montana Edition Value-Added users. If you have not completed that setup, contact the OPI AIM Staff for assistance.

TEACHERS: Taking Daily Attendance

When a teacher logs in into Infinite Campus on day marked for attendance, the teacher will see **Attendance** marked with a red box on their Index tab.
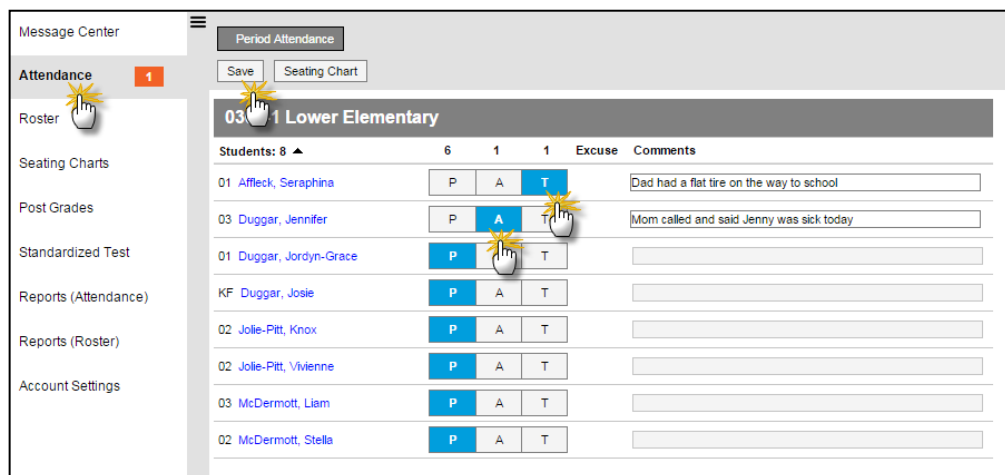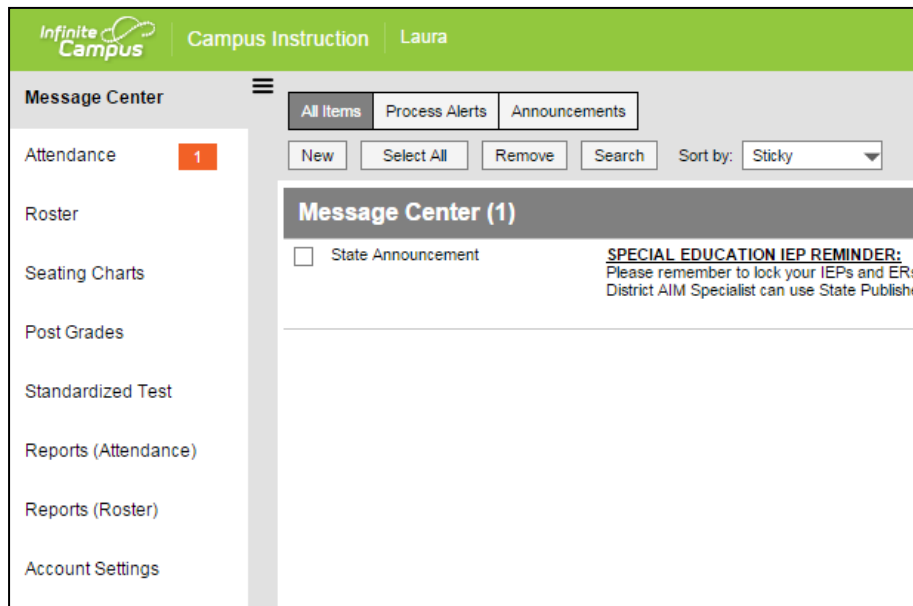
Click **Attendance**.

A student list (or seating chart, if that preference is enabled) will appear. All students default to "P" or present.

If a student is absent or tardy, click "A" (absent) or "T" (tardy). Enter comments as appropriate (comments may only be entered if a student is marked absent or tardy).

Click **Save**.

SECRETARY/SUPERVISING TEACHER:
Managing Daily Attendance

There are several tools within Infinite Campus for the management of daily attendance.

From **Campus Tools**, expand the **Attendance** module (click the arrow next to **Attendance**).

Click **Classroom Monitor**.

A list of teachers/courses requiring attendance will appear. Attendance in green means that the teacher has taken attendance for that class. Attendance in red means that the teacher has not submitted attendance.

All teachers should complete their attendance before continuing.

Click **Daily Attendance**.

A list of all students marked absent or tardy by the teacher as of the selected date (defaults to today's date) will appear.

If the reason for a student's absence is unknown, click **Details** to show the student's contact information.

To enter an excuse code, click the orange "T" (tardy) or "A" (absent) for a student.

Select a *Code* and click **Save**. The student's absence/tardy will change to green (excused) or red (unexcused).

Repeat for each student on the list.

To record late entries (student marked absent by the teacher) or early departures (student not marked absent by the teacher), use the **Attendance Wizard**. Using this wizard properly records half day attendance.

For late entries, click **Check In**.

Enter the student's last name (leaving the name blank will yield a list of all students marked absent or tardy). Click **Search**.

Click the student's name(s) to add to them to the list.

Select the *Attendance Code*, enter the time of arrival, and comments as necessary (comments entered will overwrite previously entered comments).

Click **Save Attendance**.

For early departures, click **Check In**.

Enter the student's last name (leaving the name blank will yield a list of all students). Click **Search**.

Click the student's name(s) to add to them to the list.

Select the *Attendance Code*, enter the time of departure, and comments as necessary (comments entered will overwrite previously entered comments).

Click **Save Attendance**.

The **Attendance Wizard** may also be used to record attendance for groups of students.

For example, if a classroom of students will be gone for a field trip, use the *Batch* function to record the absence.

Select students by name, grade, or course.

Enter the *Attendance Code*, *Date*, *Time* and *Comments* (if appropriate).

If entering *Comments*, choose an option: Overwrite, Append, or Leave Existing.

WARNING: Leaving the box Overwrite Existing Data will change any absences/tardies marked by a teacher.

Click **Save Attendance**.